



! Kheis
Munisipaliteit
Municipality

**SERVICE DELIVERY
AND BUDGET
IMPLEMENTATION PLAN (SDBIP)**

2015/2016

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

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!KHEIS MUNICIPALITY

Service Delivery Budget Implementation Plan 2015/2016

1. INTRODUCTION

The Municipal Finance Management Act (56 of 2003) requires municipalities to develop Service Delivery and Budget Implementation Plans (SDBIP). Whilst the budget gives effect to the strategic direction of the Town, the SDBIP serves as a contract between Administration, Council and the Community containing goals and objectives set by the Council as quantifiable outcomes. Thus it is seen as the link between the Mayor, Council and the Administration. The SDBIP also facilitates the process of holding management accountable for their performance. The SDBIP provides the basis for measuring performance in the delivery of services.

2. COMPONENTS OF THE SDBIP

The SDBIP is a layered plan consisting of a Top Layer - and a second layer of supporting documentation - generally containing the information and documentation in the IDP and Adopted Budget. The IDP and Budget should be read in-conjunction with the SDBIP.

The essential components of the Top- Layer consists of the following:-

- # Monthly Projections of Revenue to be collected for each source;
- # Monthly Projections of Expenditure (Operating & Capital) and revenue for each vote;
- # Quarterly Projections of service delivery targets and performance indicators for each vote.

2.1 MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED FOR EACH SOURCE

The failure of the Municipality to collect its revenue as budgeted will undermine the ability of the Municipality to provide services to the community. In order to prevent this from happening the Municipality has to institute measures to achieve monthly revenue targets for each source. These measures will ensure that the Municipality's expenditure does not exceed actual income.

This has to be monitored and reported on by the Municipal Manager on a monthly basis. This information is critical management information that will enable the Municipality to identify problems and immediately address them through steps such as revised spending to ensure that the Municipality does not borrow outside of its plans in instances where there is a cash flow shortage.

2.2 MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) AND REVENUE FOR EACH VOTE

The objective of this component of the SDBIP is to ensure that the cash flow statement adopted with the Budget reconciles with the cash paid. The focus under this component is on monthly projections of revenue by vote which is in addition to the projections by source. This gives a complete picture of the budget projections against actual revenue.

Also included is a monthly projection of expenditure on capital projects per vote. The procurement process is critical to the execution of projects and thus the performance indicator and targets for the supply chain to ensure the effective monitoring of this critical support function.

2.3 QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

The Municipality's Scorecard contains quarterly projections of service delivery targets and performance indicators and covers all functions in the administration. The same approach is followed in the development of the Departmental Scorecards

The focus in this component of the SDBIP is non-financial measurable performance objectives in the form of service delivery targets and other performance indicators.

COMPONENT 1 – MONTHLY PROJECTIONS OF REVENUE TO BE COLLECTED FOR EACH SOURCE

One of the most important and basic priorities for any municipality is to collect all of its revenue as budgeted for – the failure to collect all such revenue will undermine the ability of the municipality to deliver on services. The municipality MUST ensure that it has instituted measures to achieve monthly revenue targets each revenue source. The revenue projections relate to actual cash expected to be collected and should reconcile to the cashflow statement approved with the budget documentation. The reason for specifying actual revenue collected rather than accrued (billed) revenue is to ensure that expenditure does not exceed actual income.

The SCBP information on revenue will be monitored and reported monthly by the municipal manager in terms of section 71(1) (a) and (e).

MONTHLY PROJECTIONS OF REVENUE BY SOURCE

Component 1:	Approved Budget 2015/16	Payment %	July '15 R	August '15 R	Sept '15 R	Oct '15 R	Nov '15 R	Dec '15 R	Jan '16 R	Febr '16 R	March '16 R	Apr '16 R	May '16 R	Jun '16 R
Monthly Projections of Revenue by Source														
Property Rates	3 354 420	90%	251 582	251 582	251 582	251 582	251 582	251 582	251 582	251 582	251 582	251 582	251 582	251 582
Interest on Property Rates	175 799	90%	13 185	13 185	13 185	13 185	13 185	13 185	13 185	13 185	13 185	13 185	13 185	13 185
Water Revenue from Tariff Billings	4 304 994	50%	179 375	179 375	179 375	179 375	179 375	179 375	179 375	179 375	179 375	179 375	179 375	179 375
Sanitation Revenue from Tariff Billings	1 717 183	50%	71 549	71 549	71 549	71 549	71 549	71 549	71 549	71 549	71 549	71 549	71 549	71 549
Refuse Revenue from Tariff Billings	2 435 182	50%	101 466	101 466	101 466	101 466	101 466	101 466	101 466	101 466	101 466	101 466	101 466	101 466
Rent of Facilities and Equipment	545 302	100%	45 442	45 442	45 442	45 442	45 442	45 442	45 442	45 442	45 442	45 442	45 442	45 442
Interest Earned - External Investments	43 940	100%	3 662	3 662	3 662	3 662	3 662	3 662	3 662	3 662	3 662	3 662	3 662	3 662
Interest Earned - Outstanding Debtors	-	50%	-	-	-	-	-	-	-	-	-	-	-	-
Fines	4 204	100%	350	350	350	350	350	350	350	350	350	350	350	350
Licence & Permits	-	100%	-	-	-	-	-	-	-	-	-	-	-	-
Grants & Subsidies (DORA)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALG	10 485 000	100%	6 291 000	-	-	4 194 000	-	-	-	-	-	-	-	-
MSLG	955 000	100%	955 000	-	-	-	-	-	-	-	-	-	-	-
FMG	1 850 000	100%	1 850 000	-	-	-	-	-	-	-	-	-	-	-
DWA	4 420 000	100%	-	-	-	-	-	-	-	-	-	-	-	-
EEDSM	2 000 000	100%	500 000	-	-	-	-	-	-	-	-	-	-	-
EPWP	1 000 000	100%	-	1 000 000	-	-	-	-	-	-	-	-	-	-
Sports & Recreation	680 000	100%	680 000	-	-	-	-	-	-	-	-	-	-	-
Equitable Share	19 697 000	100%	6 565 667	-	-	-	6 565 667	-	-	-	6 565 667	-	-	-
Agency Fees	990 513	100%	82 543	82 543	82 543	82 543	82 543	82 543	82 543	82 543	82 543	82 543	82 543	82 543
Sundry Income	883 208	100%	73 601	73 601	73 601	73 601	73 601	73 601	73 601	73 601	73 601	73 601	73 601	73 601
Total Revenue By Source (Balanced to Cash Fl	55 541 745		17 664 420	822 754	1 822 754	5 516 754	7 388 420	822 754	5 742 754	822 754	7 888 420	822 754	822 754	822 754

COMPONENT 2 - MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) REVENUE FOR EACH VOTE

These projections relate to cash paid and should reconcile to the cash flow statement adopted with the budget
Each key GFS function is a "vote" and must have associated with it as appropriate: operating expenditure; revenue; capital expenditure; and measurable performance objectives. Measurable performance objectives include service delivery targets and other financial and non-financial indicators.

MONTHLY PROJECTIONS OF REVENUE AND EXPENDITURE BY VOTE

Component 2: Monthly Projections of Rev, Exp & Cap by Vote	Annual Budget 2015/16			July 15			August 15			Sept 15		
	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue
Expenditure and Revenue by Vote												
Council & Executive	8 424 916		-	702 076	-	-	702 076	-	-	702 076	-	-
Office of the Municipal Manager	1 736 904			144 742	-	-	144 742	-	-	144 742	-	-
Directorate - Community Services	2 448 401			204 033		-	204 033		-	204 033		-
Directorate - Corporate Services	6 330 006			527 501	-	-	527 501	-	-	527 501	-	-
Directorate - Finance & Administration	21 018 667			1 751 556	-	-	1 751 556	-	-	1 751 556	-	-
Directorate - Technical Services	1 646 564			137 214	-	-	137 214	-	-	137 214	-	-
Department Waste Water Management	4 532 145			377 679		-	377 679		-	377 679		-
Department - Public Works	5 838 078			486 507			486 507			486 507		
Department - Water	8 460 438			705 036			705 036			705 036		
Traffic Services	804 611			67 051			67 051			67 051		
Total By Vote	61 240 730	-	-	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-

COMPONENT 2 - MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) REVENUE FOR EACH VOTE

These projections relate to cash paid and should reconcile to the cash flow statement adopted with the budget
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MONTHLY PROJECTIONS OF REVENUE AND EXPENDITURE BY VOTE

	Oct'15			Nov'15			Dec'15			Jan'16		
	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue
Expenditure and Revenue by Vote												
Council & Executive	702 076	-	-	702 076	-	-	702 076	-	-	702 076	-	-
Office of the Municipal Manager	144 742	-	-	144 742	-	-	144 742	-	-	144 742	-	-
Directorate - Community Services	204 033	-	-	204 033	-	-	204 033	-	-	204 033	-	-
Directorate - Corporate Services	527 501	-	-	527 501	-	-	527 501	-	-	527 501	-	-
Directorate - Finance & Administration	1 751 556	-	-	1 751 556	-	-	1 751 556	-	-	1 751 556	-	-
Directorate - Technical Services	137 214	-	-	137 214	-	-	137 214	-	-	137 214	-	-
Department Waste Water Management	377 679	-	-	377 679	-	-	377 679	-	-	377 679	-	-
Department - Public Works	486 507	-	-	486 507	-	-	486 507	-	-	486 507	-	-
Department - Water	705 036	-	-	705 036	-	-	705 036	-	-	705 036	-	-
Traffic Services	67 051	-	-	67 051	-	-	67 051	-	-	67 051	-	-
Total By Vote	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-

COMPONENT 2 - MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL) REVENUE FOR EACH VOTE

These projections relate to cash paid and should reconcile to the cash flow statement adopted with the budget
Each key GFS function is a "vote" and must have associated with it as appropriate: operating expenditure; revenue; capital expenditure; and measurable performance objectives. Measurable performance objectives include service delivery targets and other financial and non-financial indicators.

MONTHLY PROJECTIONS OF REVENUE AND EXPENDITURE BY VOTE

	Febr'16			March'16			Apr'16			May'16			Jun'16		
	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue	Operating Expenses	Capital Expenses	Revenue
Expenditure and Revenue by Vote															
Council & Executive	702 076	-	-	702 076	-	-	702 076	-	-	702 076	-	-	702 076	-	-
Office of the Municipal Manager	144 742	-	-	144 742	-	-	144 742	-	-	144 742	-	-	144 742	-	-
Directorate - Community Services	204 033	-	-	204 033	-	-	204 033	-	-	204 033	-	-	204 033	-	-
Directorate - Corporate Services	527 501	-	-	527 501	-	-	527 501	-	-	527 501	-	-	527 501	-	-
Directorate - Finance & Administration	1 751 556	-	-	1 751 556	-	-	1 751 556	-	-	1 751 556	-	-	1 751 556	-	-
Directorate - Technical Services	137 214	-	-	137 214	-	-	137 214	-	-	137 214	-	-	137 214	-	-
Department Waste Water Management	377 679	-	-	377 679	-	-	377 679	-	-	377 679	-	-	377 679	-	-
Department - Public Works	486 507	-	-	486 507	-	-	486 507	-	-	486 507	-	-	486 507	-	-
Department - Water	705 036	-	-	705 036	-	-	705 036	-	-	705 036	-	-	705 036	-	-
Traffic Services	67 051	-	-	67 051	-	-	67 051	-	-	67 051	-	-	67 051	-	-
Total By Vote	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-	4 022 854	-	-

COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlogs of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND OTHER PERFORMANCE INDICATORS

Vote	Indicator	IPA	Type of Measurement/ Objective	Annual Target	Budgeted Target	Quarterly Targets												Explanation of Variance
						Qtr Ending Sep 15			Qtr Ending Dec 15			Qtr Ending Mar 16			Qtr Ending Jun 16			
						Projected	Actual	Target	Projected	Actual	Target	Projected	Actual	Target	Projected	Actual	Target	
Exec and Council/Municipal Manager	Provide households with a metered connection	Basic and Sustainable Service Delivery	Service of 1500 new plots in their municipal area.	1500			25%			25%			25%			25%		
	Meetings scheduled	Transformation and Institutional development	Develop sustainable Council and community structures	24			7			5			7			5		
	Council and committee meetings start on time	Transformation and Institutional development	Sound Governance	100%			100%			100%			100%			100%		
	Council / resolutions referred to directorates within 72	Transformation and Institutional development	Sound Governance	100%			100%			100%			100%			100%		
	Minutes completed within 7 working days after meetings	Transformation and Institutional development	Sound Governance	100%			100%			100%			100%			100%		
	Resolutions are implemented within prescribed time frames	Transformation and Institutional development	Sound Governance	100%			100%			100%			100%			100%		
	Staff and Councillors trained in Customer Care	Transformation and Institutional development	Develop and sustain customer relationship management	100%			25%			25%			25%			25%		
	To define criteria to evaluate the performance of all	Transformation and Institutional development	Develop a high performance culture	100%						0								
	Capex budget spent on capital projects identified for a particular financial year in terms of the municipality's IDP	Advanced Economic Growth	Ensure integrated development for economic growth	100%			100%			25%			25%			25%		
	SSF employee performance agreements concluded	Transformation and Institutional development	Develop a high performance culture	100%			100%											

Quarterly Targets																		
Vote	Indicator	IPA	Type of Measurement/ Objective	Annual Target	Budgeted Target	Qtr Ending Sep 15			Qtr Ending Dec 15			Qtr Ending Mar 16			Qtr Ending Jun 16			Explanation of Variance
						Actual		Target	Actual		Target	Actual		Target	Actual		Target	
						Projected	Actual		Projected	Actual		Projected	Actual		Projected	Actual		
Exec and Council/Municipal Manager	Establishment of a fully functional Risk Committee	Financial Viability	To enhance the audit outcomes of the municipality and limit the monitoring system for risk	100%		75%			25%			25%			25%			
	Risk committee meetings quarterly	Financial Viability	To have an effective monitoring system for risk	4		1			1			1			1			
	Risk committee meetings quarterly	Financial Viability	To have an effective monitoring system for risk	100%		100%			100%			100%			100%			
	Establishment of a fully functional Risk Management Unit	Financial Viability	To develop effective internal controls	100%		50%			100%			100%			100%			
	Monthly interventions with departments	Financial Viability	Update/implementation of Risk register	100%		100%			100%			100%			100%			
	Quarterly and half year review of Risk strategy	Financial Viability	To develop effective internal controls	100%		100%			100%			100%			100%			

COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlogs of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

Quarterly Targets																	
Vote	Indicator	KPI	Description of Measurement/ Objective	Annual Target	Qtr Ending Sep '13		Qtr Ending Dec '13		Qtr Ending Mar '14		Qtr Ending Jun '14		Explanation of Variance				
					Projected		Actual		Projected		Actual			Projected		Actual	
Basic and Council/Municipal Manager	External audit queries for municipality	Financial Viability	Ensuring that audit evidence are adequate and sufficient	100%		75%		25%									
	Compliance to audit recovery plan	Financial Viability	To achieve a clean audit outcome	100%		25%		25%									
	Internal audit queries for	Financial Viability	To develop effective	100%		25%		25%									
	Audit queries responded to within 14-working days	Financial Viability	Ensuring that audit evidence are adequate and sufficient	100%		100%		100%									
	Establishment of a fully functional Audit Committee	Financial Viability	To implement audit charter	100%		75%		25%									
	Audit committee meetings	Financial Viability	To implement audit charter	6		2		2		1		1					
	By-laws introduced (new and amended)	Good Governance	To give effect to policies	100%		25%		25%				25%					
	Audit committee meetings	Financial Viability	To implement audit charter	100%		25%		25%				25%					
	Audit charter adopted within timeframes	Financial Viability	To establish an audit framework	100%		50%		50%									

COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlog of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

QUARTLY PROTECTIONS FOR SERVICE DELIVERY TARGETS AND OTHER PERFORMANCE INDICATORS	Quantity Targets
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[illegible]

Total Government debtors outstanding for longer than 30-days	Financial Viability & Management	Institute actions once debt reached age of 90 days. Letters of demand to relevant department	100%	25%	25%	25%	25%
Business debtors outstanding for longer than 30-days	Financial Viability & Management	Institute actions once debt reached age of 60 days. Final demand letter, suspension and handover	100%	25%	25%	25%	25%
Households debtors outstanding for longer than 30-days	Financial Viability & Management	Institute actions once debt reached age of 60 days. Final demand letter	100%	25%	25%	25%	25%
Total debts written off annually	Financial Viability & Management	To ensure credible debtors book	100%				100%
Quality of submitted financial statements	Financial Viability & Management	Regular monitoring of all financial transactions					
Interimships implemented	Financial Viability & Management	Compliance with legislation	5	5			

COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlogs of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND OTHER PERFORMANCE INDICATORS

Quarterly Targets									
Vote	Indicator	IPA	Monitor usefulness of information	Target	Annual Target	Qtr Ending			
						Sep'15		Mar'16	
						Projected	Actual	Projected	Actual
Finance and Admin	Quality of annual performance reports	Monitor usefulness of information	Give an indication of the performance of the municipality for the	1					
SUPPLY CHAIN MANAGEMENT									
	Supply Chain Management	Keep to the regulated procurement processes	Comply with government procurement procedures and regulations	20	100%				
	Tenders awarded within 40-days	Financial Management	Comply with supply chain procedures	100%	100%	100%		100%	
	Financial Health	Align all strategies in the five year revenue as budget realistically collected	Increase financial viability	32	40%				
	Compliance to financial viability index	Organisational Excellence	Increase financial viability	100%	25%	25%		25%	
	BUDGET								
	Variance from annual budget	Financial Management	Effective implementation of Budget process plan	100%	100%	100%		100%	
	Completion of 5 Year financial plan within timeframes	Financial Management	Effective financial planning and financial control	100%	50%	50%			
	Budget allocated for FREE basic services	Financial Management	To subsidise all serviced properties	100%	100%	100%		100%	
	Repair and maintenance budget	Financial Management	Effective financial planning and financial	100%	25%	25%		25%	
ANNUAL FINANCIAL STATEMENTS									
	Treasury submission of the financial statements	Financial Management	Compliance with legislation	100%	100%				
	Treasury delivery of financial reports	Financial Management	Compliance with legislation	100%	100%	100%		100%	
	Compliance to audit recovery plan	Financial Management	Improved audit outcomes	100%	25%	25%		25%	
	Internal audit queries for Finance and Admin Department	Financial Management	Improved audit outcomes	100%	25%	25%		25%	
	Audit queries responded to within 14 days	Financial Management	Improved audit outcomes	100%	25%	25%		25%	
	External audit queries for Finance and Admin Department	Financial Management	Improved audit outcomes	100%	25%	25%		25%	
	Implementation of Policies	Financial Management	Sound Governance	100%	100%	100%		100%	
	Compliance to financial viability index	Organisational Excellence	Increase financial viability	100%	100%				
ASSETS									
	Completed GAMP/GAP compliant Fixed Asset Register	Financial Management	Compliance with GAMP 17	60%	20%	10%		20%	
	Fixed Asset Management & procedures	*Financial Viability	*EAR comply with GAMP	100%					

Year	Indicator	IPA	Type of Measurement/ Objective	Annual Target		Qtr Ending Sep 15		Qtr Ending Dec 15		Qtr Ending Mar 16		Qtr Ending Jun 16		Explanation of Variance
				Target	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected		
ECONOMIC DEVELOPMENT														
	Develop a LED Strategy	Good Governance & Administration	Decrease unemployment and poverty	100%										
	Develop of SDF's and Land Use Management Plans	Good Governance & Administration	Improve Land Use management	100%		50%			30%			20%		
	Development of an Integrated Tourism Plan			100%										
	Development of an Integrated Tourism Plan	Good governance	Increase in tourism	100%										
	Compliance to audit recovery plan	Financial Viability	To achieve a clean audit outcome	100%		25%			25%			25%		In progress
	Internal audit queries for municipalities	Financial Viability	To develop effective internal controls	100%										
	Audit queries responded to within 14-working days	Financial Viability	Ensuring that audit evidence are adequate and sufficient	100%										
	External audit queries for municipality	Financial Viability	Ensuring that audit evidence are adequate and sufficient	100%										

		Quarterly Targets												
Vrta	Indicator	IPA	Type of Measurement/ Objective	Annual Target	Period/ Target	Qtr Ending Sep 15		Qtr Ending Dec 15		Qtr Ending Mar 16		Qtr Ending Jun 16		Explanation of Variance
						Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	
TRAFFIC	Monthly Reports		Good governance and reports	24		6		6		6		6		
	Learners licence cards & IDP's		Good governance and reports	100%		25%		25%		25%		25%		
	Applications and renewals		Good governance and reports	100%		25%		25%		25%		25%		
	Cash and Balance		Good governance and reports	100%		25%		25%		25%		25%		

			Quarterly Targets											
			Annual Target	Qtr Ending Sep 15	Qtr Ending Dec 15	Qtr Ending Mar 16	Qtr Ending Jun 16	Qtr Ending Sep 16					Explanation of Variance	
IPV	Indicator	IPA		Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	
Motor registration														
	Monthly Reports	Good governance and reports	24	6	6	6	6	6	6	6	6	6	6	
	Vehicle Registration	Good governance and reports	100%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	
	Applications and renewals		100%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	
	Cash and Balance/Province	Good governance and reports	R 1 122 000.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	R 280 500.00	
	Cash and Balance: Agency		R 176 500.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	R 44 125.00	
	Handling of viable documentation	Good governance and reports	2640	660	660	660	660	660	660	660	660	660	660	

COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlog of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

44125

280000

HUMAN RESOURCES

Quarterly Targets

	(b) TIGIS	Good governance and participation	To establish a sound working relationship re IT	1	1	0	0	0	0
	(c) ZFMDA	Good governance and participation	To establish a sound working relationship re IT	1	1	0	0	0	0
	RISK MANAGEMENT	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Security Awareness	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	IT Meetings	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Back-Ups	Good governance and participation	To ensure effective execution of IT duties						
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Disaster Management	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	User Account Management	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Patch Management	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Firewall Management	Good governance and participation							
	(a) Policy	Good governance and participation	To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports	Good governance and participation	To ensure effective execution of IT duties	12	3	3	3	3	3
	Anti Virus								
	(a) Policy		To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	IP Address Management								
	(a) Policy		To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	Routers & Switches								
	(a) Policy		To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	Logon & Access								
	(a) Policy		To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	Periodical Reviews on Applications								
	(a) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	Cleaning Exercises								
	(a) Policy		To ensure effective execution of IT duties	1	1	0	0	0	0
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3
	Change Management								
	(a) Policy		To ensure effective execution of IT duties	1	1	N/A	N/A	N/A	N/A
	(b) Reports		To ensure effective execution of IT duties	12	3	3	3	3	3

COMPONENT 3 – QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE

Service delivery targets relate to the level and standard of service being provided to the community and include targets for the reductions in backlogs of basic services. The requirement for service delivery targets is consistent with national government policy requiring the public sector to be able to measure service delivery outputs and outcomes in addition to inputs (expenditure).

	Vote	Indicator	IOA	Unit of Measurement/ Objective	Annual Target	Revised Target	Qtr Ending Sep 15		Qtr Ending Dec 15		Qtr Ending Mar 16		Qtr Ending Jun 16	
							Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
PMS	Performance Charter adopted within timeframes	Performance Management and Personal Growth	To establish on performance management and personal growth		100%									
	Performance objectives and targets must be met	Good governance and participation	To work towards the professional development of staff members		100%		100%							
	Communication of performance expectations	Good governance and participation	To communicate to the employees the employer's expectations of the employee's performance and accountability in alignment with the IDP		100%		25%		25					
	Compliance to performance plan	Good governance and participation	To achieve a clean audit outcome		100%		25%		25%					
	Establishment of a fully functional performance evaluation system	Good governance and participation	To implement audit charter		100%		50%		25%					
	Quarterly performance evaluation - SLM	Good governance and participation	Monitoring and evaluation		4		1		1				1	
	Quarterly performance evaluation - Middle Managers	Good governance and participation	Monitoring and evaluation		4		1		1				1	
	Established PM reports to Council through Audit Committee	Good governance	Monitoring and evaluation		50%				25%				25%	

Projection per quarter

Actual Q1

Actual Q2

Actual Q3

Actual Q4

COMPONENT 4 - WARD INFORMATION FOR REVENUE ON TRADING SERVICES

The information in the formats shown in Component 4 will support effective management and accountability. However, it is important to recognise that councillors and the community will also benefit greatly from a further break down of information on services into municipal wards. This may be achieved by incorporating under each GFS sub-section the various ward data, for example:

Director Technical Services

Electricity Distribution

New electricity connections (overall)

- Wegdraai (Ward 1) - 36 houses
- Topline (Ward 1) - 71 houses
- Grootdrink (Ward 2) - 131 houses
- Boegoeberg (Ward 4) - 88 houses

Alternatively, a preferred option may be to provide councillors with a separate quarterly report showing service delivery information per ward.

COMPONENT B - DETAILED CAPITAL WORKS PLAN BROKEN DOWN BY WARD OVER THREE YEARS

A detailed three-year capital works plan is required to ensure sufficient detail to measure and monitor delivery of infrastructure projects on a word by word basis, including: project number; name; short description of what the project will deliver; planned start date; actual start date; planned completion date; actual completion date; capital costs (total per month); reasons for variances including if the project was completed but did not deliver to specification; and the responsible senior manager. In addition, a summary of capital project for each responsible senior manager.

Component 3		ZDP	Planned Start Date	Approved Funding 2014/15	Capital Budget 2014/15	Approved Funding 2015/16	Capital Budget 2015/16	Capital Budget 2016/17	Capital Budget 2017/18	Comments
Description of capital projects per department as per priority area in ZDP		3-YEAR CAP PLAN	Source							
DEPARTMENT - COUNCIL & EXECUTIVE										
DEPARTMENT - FINANCE & ADMIN										
DEPARTMENT - WASTE & WATER MANAGEMENT										
Priority Area 2 - Water Provision		16 905 000.00	MIS	18 559 999.00	18 559 999.00	16 905 000.00	16 905 000.00	17 586 920.00	19 138 082.86	
- Upgrading of Weddral Bulk Water Supply		10 670 542.00		7 726 000.00	7 726 000.00	10 670 542.00	10 670 542.00	11 353 456.69	12 080 077.92	
- Upgrading of Groendrink Bulk Water Supply		2 720 952.00	MIS	2 991 335.65	2 991 335.65	2 720 952.00	2 720 952.00	2 895 092.93	3 060 378.98	Business Plan approved
- Service on 1500 new plots with water connections in Germop .		3 529 590.00	MIS	2 166 644.35	2 166 644.35	3 529 590.00	3 529 590.00	3 795 483.76	3 995 834.72	Business Plan approved
Groendrink, Weddral, Topline, Sternham & Boegseberg		4 420 000.00	MIS/COGHSTA	2 568 000.00	2 568 000.00	4 420 000.00	4 420 000.00	4 702 880.00	5 003 864.32	Business Plan approved
Priority Area 4 - Roads/Stream works / Transport		0.00		6 317 903.49	6 317 903.49	0.00	0.00			
- Completion of Van street in Sternham			EWMP/INTERNAL	6 317 903.49	6 317 903.49	0.00	0.00			Project ongoing
Component 5										
Description of capital projects per department as per priority area in ZDP		ZDP	Planned Start Date	Approved Funding	Expenditure					Comments
Priority Area 5 - Sanitation / Sewerage		4 234 458.00		4 516 095.51	4 516 095.51	4 234 458.00	4 234 458.00	4 505 463.31	4 793 812.96	
- Development of 10x10 UDS toilets		4 234 458.00	MIS	4 516 095.51	4 516 095.51	4 234 458.00	4 234 458.00	4 505 463.31	4 793 812.96	Project already started on 12/13 currently in process
Priority Area 7 - Health / Emergency services		0.00		0.00	0.00	0.00	0.00			
- Upgrading of medical services & facilities in Groendrink, Boegseberg, Topline and Weddral			PUBLIC WORKS	0.00	0.00	0.00	0.00			Complete of business plan
Priority Area 8 - Cemeteries		0.00		0.00	0.00	0.00	0.00			
- Building of new cemeteries and upgrading in Groblerskop, Weddral, Boegseberg, Topline & Groendrink			MIS	0.00	0.00	0.00	0.00			
Priority Area 9 - Planning & development		0.00		0.00	0.00	0.00	0.00			
- Township Establishment of Opwag			COGHSTA	0.00	0.00	0.00	0.00			
DEPARTMENT - COMMUNITY SERVICES										
Priority Area 10 - Sport / Recreation		0.00		0.00	0.00	0.00	0.00			
Priority Area 11 - Communication		0.00		0.00	0.00	0.00	0.00			
- Installation of public phones in Weddral, Gerop, Opwag & Boegseberg		0.00	PPP	0.00	0.00	0.00	0.00			
- Start local newspaper		0.00	PPP	0.00	0.00	0.00	0.00			
DEPARTMENT - PUBLIC WORKS										
Priority Area 12 - Electricity		2 000 000.00		0.00	0.00	2 000 000.00	2 000 000.00	2 128 000.00	2 264 192.00	
		2 000 000.00		0.00	0.00	2 000 000.00	2 000 000.00	2 128 000.00	2 264 192.00	
EEDSM		2 000 000.00				2 000 000.00	2 000 000.00	2 128 000.00	2 264 192.00	
Component 6										
Description of capital projects per department as per priority area in ZDP		ZDP	Planned Start Date	Approved Funding	Expenditure					Comments
Priority Area 6 - LED / Poverty		0.00		0.00	0.00					
- Establishment of an information office, curio shop and museum		0.00	PPP	0.00	0.00					
Total				18 559 999.00	18 559 999.00	16 905 000.00	16 905 000.00	17 586 920.00	19 138 082.86	
PROJECTS AS PER AGENCY AGREEMENT										
Priority Area 3 - Accommodation/Housing		0.00		0.00	0.00	0.00	0.00			
Total		0.00		0.00	0.00	0.00	0.00			

EXTENT AND DETAIL OF PROJECTS : iKheis Municipality IDP Projects 2015-2019 1-12						STATUS OF PROJECTS			
PRIORITY AREA	PROJECTS	DATE	INDICATORS	PROJECTED COST	FUNDING SOURCES	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Total Projects 1-12 (less Contingencies)	All projects	08-Feb-15		R 902 107 999					
Estimated Contingency Budgets from unknown project funding requests			20%	R 180 421 600					
Total Assuming contingencies				R 1 082 529 599					
Total Assuming Contingencies do happen				R 1 262 951 199					
Total Assuming Contingencies don't happen				R 721 686 399	% of Total projects				
1. Total Functioning of the Municipality				R 2 350 000	0.30%				
2. Total Water Provision				R 33 857 999	3.80%				
3. Total Housing Provision				R 688 200 000	76.30%				
4. Total Roads/Storm Water/ Transport				R 57 100 000	6.30%				
5. Total Sanitation / Sewerage				R 35 400 000	3.90%				

EXTENT AND DETAIL OF PROJECTS : !Kheis Municipality IDP Projects 2015-2019 1-12										
PRIORITY AREA		PROJECTS	DATE	INDICATORS	PROJECTED COST	FUNDING SOURCES	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
6. Total LED/Poverty Alleviation					R 64 150 000	7.10%				
7. Total health/Emergency Service					R 4 700 000	0.50%				
8. Total Cemeteries					R 4 700 000	0.50%				
9. Total Planning and Development					R 1 400 000	0.20%				
10. Total Sports and Recreation					R 10 250 000	1.10%				
11. Total Communications					R -	0.00%				
12. Total Electricity						0.00%				